

# Eligibility List

## User Guide

[illegible]

# Complete Form Header

Provider Name	Agency Name	Provider Phone	306-555-5555
Return Email	<a href="mailto:Name@youreemail.org">Name@youreemail.org</a>		

Date	10/20/2020
eJAS Code	6CZ

Revised 10/2020

Complete the header section by entering in:

- Your Agency's name
- Email addresses for all individuals to receive the completed copy
- Date request is made
- eIAS Contractor Code

# Complete Client Information

Demographics			
Last Name	First Name	eJAS ID (if known)	SSN
Leach	Archibald		999551111
Mapother IV	Thomas	1234567	
Hyra	Margaret	9876543	

Complete the Demographic section by:

- Client's Last and First Name
- eJAS ID # or SSN

*\*Note: Please use the eJAS ID # if known.*

# Enter Component Action Request

Complete the Component Action Request section to request changes. Enter all applicable information necessary that needs changing.

Demographics				Component Action Request				
Last Name	First Name	eJAS ID (if known)	SSN	Type (use multiple lines if more than one)	Start Date	[Projected] End Date	Hours Per Week	Closure Completion Code
Leach	Archibald		999551111	BE	10/1/2020	12/25/2020	10	
				JT	10/5/2020	12/25/2020	5	
Mapother IV	Thomas	1234567		VE	9/25/2020	1/2/2021	25	
Hyra	Margaret	9876543		JS		10/14/2020		EE
				BR	10/15/2020	1/10/2021	2	

The type of changes you can request are:

- Opening new components
- Updating components
- Closing components

*\*Note: You can request more than 1 type of case action for each client.*

*For example, you can request a component to be closed and another to be opened at on the same Eligibility List. This is beneficial when requesting a BR component, so you do not lose access to the client's case while waiting for your request to be processed.*

# Processed List

BFET Operations will record action taken in BFET Eligible/Closure, Citizen, and DSHS Comments.

Component Action Request					BFET Eligible/ Closure (DSHS Use Only)	Citizen? (DSHS Use Only for ORIA)	DSHS Comments
Type (use multiple lines if more than one)	Start Date	[Projected] End Date	Hours Per Week	Closure Completion Code			
BE	10/1/2020	12/25/2020	10		No Action		Already Active
JT	10/5/2020	12/25/2020	5		Yes		
VE	9/25/2020	1/2/2021	25		No		No BFA
JS		10/14/2020		EE	Closed		
BR	10/15/2020	1/10/2021	2		Yes		

BFET Operations Team will provide comments for every "No" action.

## Additional Instructions:

- Submit as many names as the Eligibility List can hold.
- All Eligibility Lists are processed in order received.
- All Eligibility Lists are processed within 5 business days from date received.

# Need help completing your Eligibility List?

Contact a member of the BFET Field Operations  
Team for assistance at:

[BFETHelp@dshs.wa.gov](mailto:BFETHelp@dshs.wa.gov).